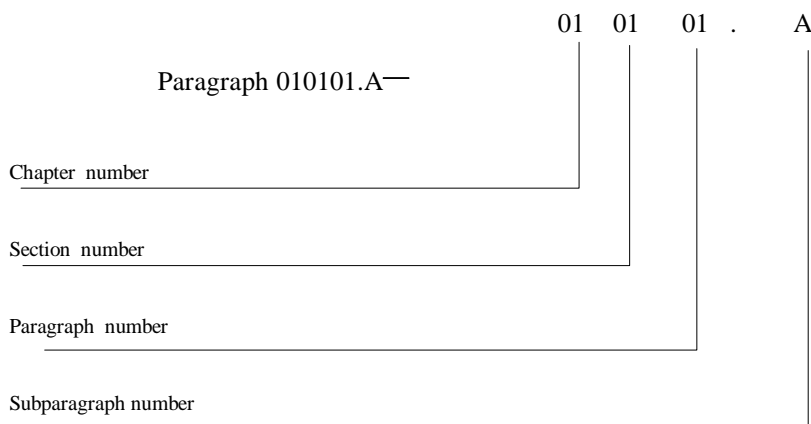


INTRODUCTION

0001. PURPOSE. The APSM furnishes the regulations and technical guidance required for the maintenance of pay entitlements prescribed in the Department of Defense Financial Management Regulations manual during the operation of the Marine Corps Total Force System.

0002. NUMBERING OF PARAGRAPHS AND ILLUSTRATIONS. Paragraphs are numbered in at least six digits with further division of subparagraphs shown in letters, numbers, small letters, numbers in parentheses, and small letters in parentheses.

EXAMPLE: paragraph 010101.A1a(2)(b)



Figures and tables are numbered in separate series with separated series of digits. The first digit indicates the chapter. The second digit or group of digits indicates the sequence within the figures or tables in that section.

EXAMPLE: Figure 4-1:

0003. NUMBERING OF PAGES. The system for numbering pages indicates the chapter and the page. Each chapter begins with page 1, preceded by the number of the chapter. For example, pages in chapter 1 are numbered 1-1, 1-2, etc., pages in chapter 2 are numbered 2-1, 2-2, etc. Pages in the appendixes are in Arabic numerals preceded by the appendix letter: A-1, B-1, etc.

0004. FIGURES. The charts or filled-in forms of this manual illustrate the principles and procedures explained in the text. The figures do not necessarily show current names, dates, and figures. These details are included to delineate the principles outlined in the written instructions.

0005. METHOD OF CITATION. Reference to this manual or its specific paragraphs will be as follows.

1. For general reference or for those instances where many paragraphs and/or subparagraphs are referenced in the same communication (specific references contained in the body of the communication):

Ref: (a) MCTFS APSM

2. For correspondence and messages:

Ref: (a) MCTFS APSM, par. 010101
(b) MCTFS APSM, par. 010101.A
(c) MCTFS APSM, par. 010101.A1
(d) MCTFS APSM, par. 010101.A1a
(e) MCTFS APSM, par. 010101.A1a(1)

3. For directives:

Ref: DFAS-KC 7220.31-R, MCTFS APSM, par. 010101.A1a

4. For personnel records and forms:

(a) MCTFS APSM, par. 010101